

SECRET

CONTROL NO.

REPORTS INVENTORY						DDS/OF-143	
PREPARE IN DUPLICATE							
1. TITLE OF REPORT (If a fill-in report include Form No.) <div style="text-align: center;">Report of Newly Insured Employees</div>						2. TYPE OF REPORT <div style="display: flex; justify-content: space-between;"><div><input checked="" type="checkbox"/> STATISTICAL</div><div><input type="checkbox"/> NARRATIVE</div><div><input type="checkbox"/> MACHINE-NAME LISTING</div></div>	
3. FUNCTIONAL AREA		PERSONNEL LOGISTICS MEDICAL		TRAINING SECURITY FINANCE		ADMIN. GENERAL OTHER (specify)	
4. NO. OF COPIES PREPARED <div style="text-align: center;">2</div>		5. FREQUENCY (weekly, monthly, quarterly, etc.) <div style="text-align: center;">Sporadic</div>		6. DISTRIBUTION (No. of components not number of copies) <div style="text-align: center;">1</div>			
7. FORMAT (memorandum, form computer print-out, etc) <div style="text-align: center;">Memorandum</div>		8. ADP PROCESSING <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> YES <input type="checkbox"/> NO</div><div>IF YES GIVE ADP PROCESSING NO.</div></div>		9. DIRECTIVE AUTHORITY REQUIRING REPORT			
10. PREPARING COMPONENT (include lowest level contributing information to report) <div style="text-align: center;">O/Personnel -- Insurance Branch</div>				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) <div style="text-align: center;">Form No. 2809 and 2810, Insurance Application</div>			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED = COST PER YEAR
GS-07	\$4.30		1/2		\$2.15		12 = \$25.80
B. COSTS OF COMPUTER PRODUCED REPORTS							
TOTAL COSTS PER YEAR						\$ 25.80	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE</div><div><input type="checkbox"/> OTHER (explain)</div></div>						ESTIMATED SAVINGS	
						MAN-HOURS	
						DOLLARS	
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION <div style="text-align: center;">Approved For Release 2006/11/13 : CIA-RDP75-00399R000100110077-1</div>				18. EXTENSION	